



**“FINAL”**  
**WEARE BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**May 11, 2009**

**PRESENT:** Thomas Clow, Chairman; Richard Butt, Vice Chairman; Keith Lacasse, Selectman; James Donison, Selectman.

**RECORDING SECRETARY:** Naomi L. Bolton

**NOT PRESENT:** Selectman Donna Osborne

**GUESTS:** Diane Lamb, Tax Collector

**I. CALL TO ORDER**

Chairman Tom Clow called this meeting to order at 7:00 P.M. at the Weare Town Office Building.

**II. TAX COLLECTOR DEEDING**

Diane Lamb, Tax Collector was present. Mrs. Lamb was here to have the board go over the outstanding tax list for all the unpaid 2006 property taxes. Mrs. Lamb had a stack of deed waivers for signatures that are for payment arrangements. Mrs. Lamb went through the outstanding list as follows:

Mike Beausoliel – This gentleman purchased this trailer from the bank and didn't check to see if there were any back taxes due. He has paid the taxes since he was the owner, but still has the 2006 outstanding. Mrs. Lamb felt that she could pursue the tax amount to see if that could be paid and then waive the interest and fees.

Gary-Allen Bedard – The board signed a deed waiver for now due to legal correspondence between Chip Meany, Code Enforcement Officer and Town Counsel. The Board feels we need time to figure it out legally

David Chouinard – This is a trailer that is no longer at the campground. The board would like Mrs. Lamb to continue to pursue it

Linda Conover – Mrs. Lamb stated that today Mr. Meany went out to visit the property and at this point in time it was his opinion that it is very undesirable so the board signed a waiver.

George Crotty – Mrs. Lamb has talked to him and if he doesn't come in by Friday to pay the taxes in full she will type up a deed waiver.

Astrid M. Daly-Stevens – Mrs. Lamb has talked to her and she is coming in to pay tomorrow.

Michael Greene – Mrs. Lamb stated that can't reach him. He has no phone but she knows there is someone living there. She would like time to talk to the resident. The board signed a deed waiver.

Noreen Lull – Mrs. Lamb has talked with her and she is coming in tomorrow.

Alvin Lunt, Jr. – Mrs. Lamb stated that he hasn't come in yet, but he always does make a payment arrangement.

Milo Miller, Jr. – Mrs. Lamb stated that this trailer is no longer at cold springs. This trailer has disappeared and the bank didn't want it. The campground was going to look into it and they just got rid of it. The campground said they are not paying the taxes. Both Selectman Lacasse and Chairman Clow signed the abatement. Selectman Butt and Selectman Donison agreed to wait, so Mrs. Lamb is going to try to get an answer.

Nancy L. Mooney – Mrs. Lamb has talked to the attorney who is handling the foreclosure. She thinks the mortgage company is going to pay it because it is going to auction on June 3<sup>rd</sup>. She is going to hold this.

Estate of Helena Philbrook – Mrs. Lamb stated that they told her verbally that they don't want the property. Chip Meany, Code Enforcement Officer looked at it and indicated that it would make a good little house lot. They don't want it and they decided to let them go. Selectman Butt asked Mrs. Lamb if she could get a letter from the owner indicating that they don't want the land. Mrs. Lamb stated that they haven't paid their 2006 taxes we don't need a letter. Selectman Lacasse said he knows it is not necessary but he would like to see a letter. She will wait on that.

Terence Proctor – Mrs. Lamb stated that they will be in by the end of week.

Dennis W. Redman – Mrs. Lamb stated that they will be in by the end of week.

Roger S. Torrey – Mrs. Lamb stated that she can't find a phone number of anything for him. She is wondering if she should take a police officer to put a note on the door. This property has a ranch and a cape on one piece of property. The board will sign a waiver on this property and Mrs. Lamb is willing to pursue this.

### III. WORK SESSION ON PERSONNEL POLICY:

Chairman Clow stated that we are here to continue the Board's revision of the personnel policy. The draft from BRC was handed to Tom Mahon at Primex. He went through that draft, made some suggestions and comments, then sent it back to the Board to go through. The Board left off at section F. Sick Leave at their last meeting on December 3, 2008. The following sections were discussed and the following changes are what the Board agreed to by consensus. The changes are in *italics* and what is being eliminated is done with ~~strike through~~. The first section discussed, F. Sick Leave was typed below per the recommendation of Tom Mahon at Primex. The paragraph reads pretty much the same but the paragraphs were re-ordered.

**F. Sick Leave** - Sick leave is intended for the employee's own illness or injury which prevents him/her from performing his/her duties or which would jeopardize the health of others.

All full-time employees who have completed their probationary period shall be granted sick leave at the rate of ten (10) hours per calendar month or fifteen (15) days per year. Sick leave may be accumulated to a maximum of ninety (90) days.

Part-time employees who have completed their probationary periods and work at least 25 hours per week shall be granted sick leave at the rate of 4.66 hours per

calendar month or seven (7) working days per year. Sick leave may be accumulated to a maximum of twenty-one (21) days.

If an employee is absent, he/she must notify his/her Supervisor *or Town Administrator* within thirty (30) minutes of starting time.

*The Town may require a doctor's note for any absence. However, if he/she is absent for three (3) consecutive days the employee must present the Supervisor or Department Head a certification from a health-care provider advising the validity of such absence upon returning.*

If an employee is absent three (3) consecutive days without notifying his/her Supervisor, it will be assumed that he/she has abandoned their position. Abuse of sick leave or frequent absence or tardiness will be cause for disciplinary action up to and including termination.

*Employees who have accrued unused sick time at termination shall be compensated at their regularly hour rate for such hours:*

*20-25 years – 50%*

*25-30 years – 75%*

*30+ years – 100%*

**G. Bonus Leave** – Bonus leave will be awarded to those employees who have not used sick time for any reason. Bonus leave for those employees eligible will accumulate at the rate of one day *every quarter* ~~for the first three (3) consecutive months in which no sick leave was taken, and 1/3 of a day will be added for every month thereafter in which no sick leave was taken,~~ up to a maximum of four (4) days per year. ~~Bonus leave may be accumulated for the length of employment or~~ The employee may request days accumulated similar to vacation leave. Bonus leave can only be taken in full day increments. *All bonus days must be used before the end of the first quarter of the following year. Bonus days not used will be paid out in the first pay period in April.*

**H. Bereavement Leave** – All employees may be granted up to three (3) paid workdays upon the death of a member of his/her immediate family. Extra time may be approved, at the discretion of a Department Head or Supervisor for unusual circumstances. The extra time would be charged to any existing vacation or bonus leave the employee has.

Definition of immediate family shall include the following: (only): Spouse or partner in a civil union; (step) mother; (step) father; (step) son; (step) daughter; (step) brother; (step) sister; grandmother; grandfather; mother-in-law; father-in-law; son-in-law; brother-in-law; daughter-in-law; sister-in-law; or ward or relative residing at the employee's home at the time of death. Where step and in-law is used this would also apply to partners in a civil union.

For purposed of overtime, bereavement leave shall be treated as time worked.

**I. Family and Medical Leave** – this section was discussed briefly. Naomi is to check with Primex or LGC for the FMLA guidelines that they use and report back to the board.

**J. Military Leave** – All requests for military leave as prescribed by RSA 110-B:16 must be accompanied by official orders stating dates of commitment. Military leave of absence, without pay, shall be granted to any Town employee called to active duty with the State of Federal Forces for a temporary tour of duty other than the routine annual training period. Town employees ordered to extended active duty in the Armed Forces in time of war or similar national emergency shall be allowed four (4) weeks pay and granted all accumulated vacation and holiday leave with pay. Their job status shall not be affected by such leave, provided they request reinstatement upon discharge in accordance with Uniformed Services Employment and Re-employment Rights Act.

Military leave for annual training periods shall be granted. Earned vacation shall not be taken for such training periods. The Town shall pay the difference, if any, between the Military pay received and the Town pay, provided that the employee furnished the Town an official statement by military authorities giving his/her rank, pay and allowances.

**K. Jury Duty** – Employees selected for jury duty with any Court shall be paid straight time earnings less jury duty pay. Earned vacation shall not be taken for jury duty service.

**L. Other Authorized Absence:**

**1. Inclement weather:** In the event of inclement weather, if an employee makes the decision to not report to work, he or she will notify the Department Head or Supervisor and upon returning to work will submit a leave slip selecting vacation leave, bonus leave, or compensatory time to cover the time so taken. If the employee does not have any of the prior listed time to select, then the employee goes unpaid for not reporting during inclement weather. ~~Sick time is not to be used for this type of absence.~~

**2. Leave Without Pay:** Leave without pay may be granted in one (1) month increments up to a total of 12 months for any one request at the discretion of the Board of Selectmen. Employees desiring leave without pay must have exhausted all annual, compensatory and bonus leave, and, in the case of a non-job related illness, all sick leaves before being eligible to apply for a leave without pay. Application must be made to the Board of Selectmen at least 14 days before the start of the leave.

Employee benefits such as health insurance and retirement may be continued at the expense of the employee for the period(s) specified by these rules and/or federal or state law. Employees shall not be entitled to any other benefits while on a leave without pay.

**3. Administrative Leave:** Administrative leave is intended to allow the Town to place an employee in a leave status with pay or without pay for a fixed duration pending the conclusion of an investigation, review of performance or other circumstances not covered under other policies of the Town that may require the removal of the employee from the workplace until the matter is reviewed and/or resolved. A request submitted by a Department Head for Administrative leave shall clearly

state the reasons for the request and the duration of the leave. The request shall be reviewed and acted upon by the Board of Selectmen.

**M. Tuition Reimbursement** – Employees may request reimbursement for the cost of tuition only for job-related course(s) taken at their own initiative. Employees must make the request, in writing to the Department Head or Supervisor prior to registering for the course outlining: institution offering the course; course content; cost; and benefit to both the employee and the Town. If the request is approved, upon completion of the course, the employee will submit documentation of achieving a passing grade of “C” or better and a receipt for the cost of the tuition for the course. Reimbursement shall be as follows:

A or 93 – 100 100% reimbursement

B or 84 – 92 85% reimbursement

C or 75 – 83 75% reimbursement

Graduate course requiring a passing grade of “B” or better to be eligible for reimbursement.

**N. Expense Reimbursement** – Employees who are authorized to use their private vehicles in the performance of their duties shall be reimbursed at a rate equal to that which is determined by the Internal Revenue Service for travel in private vehicles. Employees must submit mileage reimbursement requests to the Finance Department coded with proper budget line account and signed by a Department Head or Supervisor.

*Meals: When an employee is assigned to school/training the following amounts will be reimbursed for meals up to: breakfast - \$5.00; lunch - \$8.00; dinner - \$15.00, upon submittal of receipts for meals, excluding alcohol.*

The Board stopped this work session just before the section entitled “VI. Separation for Employment”

#### **IV. MANIFEST:**

Chairman Clow moved to authorize the Board of Selectmen to sign manifests and order the Treasurer (Deputy) to sign checks dated May 14, 2009 in the following amounts:

Accounts Payable	\$ 45,445.73
Gross Payroll	\$ 35,350.87 (Includes Spec.Details, Taxes, Credit Union, Forest Fires)
	<u>\$ 6,289.85 (Monthly Fire Payroll)</u>
<b>TOTAL</b>	<b>\$ 87,086.45</b>

Selectman Butt seconded the motion. Discussion: Selectman Donison wanted to note that in looking at the Police payroll there was only one officer with 74 hours. The rest were all around 40. He felt that it appears they are working in the right direction. Selectman Butt felt that this was too early to determine that. Vote: Passed 3-0-1 (Lacasse).

#### **V. OTHER BUSINESS:**

2003 PERSONNEL POLICY: Selectman Lacasse asked if the Town had an electronic copy of the 2003 Personnel Policy that could be sent to Stephen Jakubowski from Devine Millimet who is working with the Town on the DPW union negotiations. Naomi stated that she would email Mr. Jakubowski the policy.

DPW UNION CONTRACT – Selectman Lacasse stated that he would like to have this item put on the May 18<sup>th</sup> agenda. He would like all the board to see it before it goes to the employees. The Board suggested it would be a non-public meeting on the May 18<sup>th</sup> agenda for 6:30 PM.

GROUND RULES AGREEMENT: Selectman Lacasse handed Naomi the original agreement of the ground rules for the DPW Union contract and asked if Selectman Lacasse and Selectman Donison could get a copy and file the original in the Selectmen's Office.

PANIC BUTTONS: Selectman Butt stated that we installed panic buttons in the Town Clerk's and the Fire Station. Chip Meany brought it to Naomi's attention of having one installed in Donna Meuse's office down in the basement. Ms. Meuse meets with customers late and sometimes when no one else is in the building. Naomi asked Ms. Meuse if she would like to have one installed. Ms. Meuse indicated that she would. Selectman Butt moved to install a remote security button in the Welfare office for the quoted price of \$50; Selectman Lacasse seconded the motion. Vote: 4-0, all in favor.

TAXING TRAILERS/CAMPERS: The Board asked Naomi to check into the Towns' tax policy for trailers/campers.

**VI. ADJOURNMENT:**

As there was no further business to come before the board, Selectman Donison moved to adjourn at 9:55 PM; Selectman Butt seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton  
Interim Town Administrator